

Interlibrary Loan Basics

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Does your library have an interlibrary loan policy?

- ☐ Who is served
 - ☐ How are requests made
 - ☐ Number of requests per person
 - ☐ Number of pieces loaned at one time
 - ☐ Patron responsibilities
 - ☐ Library responsibilities
 - ☐ Delivery method
 - ☐ Etc.
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RUSA-Interlibrary Loan Code for the United States

- www.ala.org/rusa/resources/guidelines/interlibrary
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Confidentiality

❑ Alaska Statute Chapter 25. Public Record Disclosures

Sec. 40.25.140. Confidentiality of library records

Except as provided in (b) of this section, the names, addresses, or other personal identifying information of people who have used materials made available to the public by a library shall be kept confidential, except upon court order, and are not subject to inspection under AS 40.25.110 or 40.25.120. This section applies to libraries operated by the state, a municipality, or a public school, including the University of Alaska.

Records of a public elementary or secondary school library identifying a minor child shall be made available on request to a parent or guardian of that child.

Alaska Statutes

Article 06: Requirements for Public Libraries

Sec. 14.56.400. Public libraries.

A public library established under this section shall provide at least the following services free of charge to the residents of the municipality or community:

- establish and maintain a collection of books and other materials for loaning;
 - provide access to interlibrary loan services;
 - provide reading or other educational programs for children; and
 - provide reference information.
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Sources

□ [Interlibrary loan practices handbook](#)

Cherié L. Weible - Karen L. Janke -
American Library Association - 2011
